

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1263

**TITLE:** MANAGEMENT ANALYST II

**GRADE:** S-24

**DEFINITION:**

Under general supervision, independently performs a *wide range of professional level management work for one or more broad functions* (e.g., personnel, budgeting and financial management, contract administration and management); and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Positions in the Management Analyst II class are distinguished from positions in the Management Analyst I class in that Management Analyst II positions perform a wide range of professional level management work for one or more broad administrative functions, whereas Management Analyst I positions either perform on-going professional work that is more narrow and less complex, or perform professional level duties as an assistant/trainee.

Management Analyst II positions are distinguished from Management Analyst III positions in that

Management Analyst III positions generally perform more complex and diverse work in a lead and/or supervisory capacity, whereas Management Analyst II positions perform journey level professional work and do not typically act in a lead or supervisory capacity over professional level positions.

**ILLUSTRATIVE DUTIES:**

Serves as contract manager responsible for all aspects of development, implementation, and monitoring of programs' contracts;

Seeks and writes service provider solicitations (RFP's, RFI's, and RFQ's), advises on selection of vendors/contractors, and monitors contracts to ensure compliance;

Researches and identifies available grant resources and funding, develops and writes grant requests, and pursues grant sources to maximize revenue for department;

Conducts large-scale procurements;

Negotiates County leases and prepares and manages information and systems covering all aspects of County-leased property;

Performs budget preparations, justifications, and submissions, monitors and analyzes expenditure/revenue trends; conducts budget projections, reviews, and reconciliations;

Performs financial troubleshooting, handles reporting activities and carryover analysis, and coordinates budgeting activities with DMB;

Manages collections unit and staff, ensuring smooth operations internally and with vendors and oversees and authorizes legal action related to collections;

Handles all personnel-related activities including guidance and counsel to managers on employee relations, performance and disciplinary issues, position and headcount issues, and recruitment and retention of staff;

Serves as primary point liaison and coordination with the County Department of Human Resources;

Assesses training needs of staff, schedules training, maintain records, maintains training database, monitors training budget, coordinates department's training programs;

Evaluates agency's recruitment efforts;

Provides guidance to staff on employee management relations;

Prepares and reviews grievance response and disciplinary action documents;

Directs development of performance standards for all position descriptions and ensures performance appraisals are conducted in accordance with County regulations;

Writes the content of various County publications and media releases designed to inform the targets of County programs and to urge their participation;

Conducts research designed to identify and locate the prospective customers of County programs and to determine the most effective communications methods to reach them;

Meets with community groups to explain County programs and to recruit their participation;

Coordinates fund raising activities within and outside of County;

Conducts research to identify and target prospective donors;

Conducts proactive fund raising activities including the soliciting of resources and development of partnerships;

Plans, develops, and implements comprehensive communication and education plan on programs and services externally with the public and community organizations and internally in the department and across County agencies;

Develops and maintains a long-term plan for construction of new facilities and renovation of existing facilities, conducts studies to evaluate facility needs, and makes recommendations on location of public safety stations and equipment;

May supervise paraprofessional staff.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the mission, goals, and objectives of the assigned organizational unit;

Knowledge of the principles, practices and techniques relating to the functional area of business operation (e.g. personnel, budgeting and financial management, contract administration and management);

Ability to perform a variety of increasingly complex work in areas relating to the functional area of business operation;

Ability to identify possible solutions for solving business problems;

Ability to evaluate proposals and solutions in terms of benefits, costs, and overall impact on the project, program, or organization;

Ability to communicate effectively orally and in writing;

Ability to use word processing, spreadsheet, and presentation software to prepare documents and to store, manipulate, analyze and present information;

Ability to train and supervise staff.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a bachelor's degree in the field related to the assigned functional area;

PLUS

Two years of professional work experience within the functional area such as human resources, budgeting and financial management, contract administration and business management.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Positions in this class may be subject to criminal history records checks and/or credit checks as a condition of initial or continued employment.

REVISED: July 8, 2005

REVISED: April 16, 2002